

I. RECORDS MANAGEMENT

1. Records Management Board

A Records Management Board consisting of senior representatives from each Directorate, the Chief of the Historical Staff, and the Agency Records Management Officer was formed and has met three times. The primary purpose of the formal meetings has been to develop and approve in draft form a new HR [] which defines an Agency-wide records management system. Frankly, the Board as a mechanism has not been of great value in this nascent period. The membership has been of great value in providing ready access for ideas and communications to each Directorate. In other words, the Board functions best when it is not a Board. There may well be a greater role for the Board to play in the recommendation of policy decisions to an appropriate top-level management structure in terms of some specifics which will be discussed subsequently.

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2. Headquarters Regulation []

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As noted above, a draft of HR [] the basic records management regulation, has been completed and is circulating for formal coordination. This regulation calls for the establishment of training standards, personnel selection criteria, and operational collection for such a system.

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3. Records Management Conference

The Records Management Conference was held in October at [] This was the sixth annual conference. The agenda for the conference was prepared by the participants rather than imposed from outside and concentrated on a Directorate approach to Directorate problems. It seems to have been highly successful if only in increasing the amount of ego-gratification for the participants. When you consider that records management has been looked down upon within the Agency by all other programs, ego-gratification is a reasonable accomplishment. A records management conference is in planning stages for calendar year 1973. Terms and topics have yet to be identified. It will be a conference which will be problem oriented and will attempt to deal directly with the production and recording problems of the components.

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4. The Records Administration Branch

The Records Administration Branch has operated with a full table of organization during this period. The Branch has consisted of three Support generalists and three technicians. It has slowly turned itself around from a group offering only technical advice on a passive basis to a more active group stressing management rather than records. This turnaround is by no means completed and probably will not be until there has been a complete turnover of personnel. This is a delicately balanced problem because the technical expertise of the specialists is needed to deal with specialized problems but a much broader approach is necessary for the Branch to be of total service to the Agency. RAB is initiating a program of records surveys in the various components. The first such survey will begin in the Office of Personnel on 1 March 1973. This will be a comprehensive survey incorporating all aspects of records management from creation through disposal. It will be a test bed to assess the contribution records management can make to the Agency. RAB has also established a program of comprehensive form review. For the first time, the National Photographic Interpretation Center forms program will be integrated into the rest of the Agency. In addition, all forms for overseas useage have been reviewed with an eye to utility. This has resulted in the removal of some 75 forms from the overseas inventory and the complete review of all forms used by the Office of Finance. Incidentally, this program is the one which can be most readily identified in terms of declassification or downgrading actions. Over 4-1/2 million impressions of forms have been declassified under this program.

5. Records Center Operations

Records Center Operations have continued on a normal basis. The Records Center has had a good reputation for service. This reputation has continued. Analysis of the utilization of Records Center space indicates that this relatively inexpensive space is being poorly utilized. The assumption is that cheap Records Center space remains unused while valuable Headquarters space is occupied by inactive records. The reason for this is probably the ceiling which has been imposed upon each Directorate in terms of volumes of records that can be accessioned into the Records Center on an annual basis. This policy will be reviewed and a recommendation forthcoming which will remove this ceiling and

manage accessions to the Records Center on a basis of active record control schedules.

The Records Center and the Archives operation have been separated and moved into different parts of the Records Center building. The Archives collection has also been established as a separate collection, no longer intermingled with the active and vital records. For the first time in over ten years, the interior of the building has been painted, carrels provided for researchers, and the working areas renovated. This has resulted in improved working conditions and better morale.

6. Technical Committee

The letter of 26 May 1972 called for the establishment of a technical committee to serve as a staff for the Records Management Board. This committee has been named but to date has not met. There seems to be no real purpose for such a committee. Technical advice is available to Board Members through their own Directorates and ad hoc task groups can be formed to study specific problems and dissolved when such studies are completed. A subsequent recommendation will be forthcoming to effect the dissolution of the committee.

7. Special Areas of Interest

As a result of a recommendation from the Deputy Director of Support, favorably endorsed by the Executive Director-Comptroller, the Records Management Board has been charged with developing Agency policy relative to the use of copiers and duplicators. No action has taken place on this study yet but a request is pending to Printing Services Division to develop the technical parameters of such equipment.

In addition, the Agency Records Management Officer chairs a newly formed task group to develop technical parameters for the Agency for word processing and text editing equipment.

II. ARCHIVES

1. Physical Separation

The Agency has had a highly informal archival collection since 1964. This collection is a catholic accumulation of papers from

the attics of the components. It has not been formally accessioned nor screened for duplication. Most of the activity in Archives falls into two fields: organizational and operational.

From an organizational standpoint, Archives have been separated from Records Center operations and informally established as a separate unit. This has permitted the development of separate program objectives for Archives. Separate space has been found in the Records Center building for the housing of an archives collection and renovations are under way on that space. The initial phases of accessioning and screening have been undertaken.

2. Headquarters Regulation

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A draft Headquarters Regulation establishing an Agency-wide archival program has been drafted and circulated for comment. It is now in the process of formal coordination. STATINTL

3. Archival Training

was detailed to the Special Assistant for Information Control by the Director, CRS. remains on the Central Reference Service development complement for the time being. At some point in time, he should be slotted against a records management slot. specific tasks are to establish an active Agency archival program and prepare a comprehensive handbook defining archival material for use by Agency records management officers. He is presently in training at the National Archives and Records Service. It is anticipated that he will begin to execute his primary functions in late spring or early summer 1973. STATINTL

III. HISTORY

Subject of a separate report.

IV. EXECUTIVE ORDER 11652

This task has proven to be the most time-consuming one contained in the original May 26 letter. The implementation of EO 11652 has called for the establishment of a systematic approach to public and official requests for declassification on a scale at least

an order of magnitude higher than previously encountered. Some 35 requests for declassification have been processed through 31 January 1973. From experience gained, pragmatic guidelines have been developed for OSS material and for the materials being reviewed in conjunction with the Department of State publication, Foreign Relations.

A program involving three annuitants was established by the CS to undertake the review of the OSS records located in the National Archives. That program began in December 1972 and is approximately one-sixth completed.

The Records Management Officer has served as the policing point within the Agency for instances of classification abuse and as the staff support to the Agency member of the Interagency Classification Review Committee for the preparation of required reports to that body. A conservative estimate of the impact of the Executive Order to date would be the full involvement of three personnel and the involvement of an additional five personnel at an average grade level of GS-15 for better than 75% of the time. Each request also impacts upon some or all of the Agency's diffuse records management system. Continuation at the present rate would probably result in identifiable cost to this Agency of in excess of \$200,000 per annum.

One unexpected consequence of the impact of the Executive Order has been the development of more direct and closer relations with the records management and historical systems of the agencies directly involved. This Agency seems to be on good terms, professionally speaking, with National Archives and Records Service, the Department of State, Department of Defense, Department of the Army, and the Atomic Energy Commission. Our relationship with the ICRC staff is lacking the same warmth.